



**Notice of Step Increment Due to Length of Service**

January 31, 2023

**Prof. Senona A. Cesar**  
Dept of Biological Sciences  
VSU, Visca, Baybay, Leyte

Dear Prof. **Cesar**:

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2012 dated September 3, 2012 implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as **Associate Professor V** is hereby adjusted effective January 1, 2023 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of December 31, 2022<br>(SG <u>23</u> , Step <u>4</u> )     | <b>₱ 83,683.00</b><br>(1,004,196.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective January 1, 2023<br>(SG <u>23</u> , Step <u>5</u> ) | <b>₱ 85,049.00</b><br>(1,020,588.00 p.a) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

  
**EDGARDO E. TULIN**  
President

Position Title: Associate Professor V  
Salary Grade: 23  
Item No. FY 2023 Plantilla of Personnel: APRO5-41-2016